

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DED0147312  
POSITION NO: 241050  
CLASS CODE: 3410

Date Posted: 12/17/12  
Closing Date: OUF

POSITION TITLE: SENIOR APPRAISER  
DEPARTMENT NAME: Real Estate  
DEPARTMENT NO: 14 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A  
Days: Mon - Fri Permanent: ☒  
Hours: 8:00 am-5:00 pm Temporary: ☐ Duration:                      \$ 38,084.80 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Conduct real estate appraisals to determine fair market or property value; collect on-site appraisal data using full range of appraisal techniques, principles, methods, and procedures; conduct research, including appropriate county, state, federal, and Navajo Nation records, for data comparison to ensure the fair market value of each property; prepare appraisal reports through considerable independent judgment ensuring complete factual documentation, such as, pertinent resolutions, land user agreements, surveys and legal descriptions, etc.; coordinate with respective programs, NN Chapters, townships, and other entities regarding land surveys, archaeological clearances, environmental documentations, etc. in order to conduct a fair and complete independent appraisal; maintain record and data file of each appraisal requests and completed appraisals; on a continual basis, maintain and update data file of available pertinent information essential to the appraisal process, such as, land history, land use plans, topography, soil and site analysis, flood plains, environmental documentation, community development, economic trends, etc.; maintain professional standards for compliance with applicable Navajo Nation laws, state and federal regulations; conduct presentations and respond to public inquires as necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Business Administration, Marketing, Finance, or a related field; or an equivalent combination of education, training, and experience which provide the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).***

**Experience:**

***PREFERRED:*** A minimum of one year experience conducting real estate appraisals on tribal trust land in the State of New Mexico, Arizona, or Utah.

**Special Knowledge, Skills and Abilities:**

Knowledge of policies, procedures, methods, laws, rules, and regulations of appraisal systems; implications of economic and sociological trends on land development and community planning. Skill in researching, collecting, analyzing, and drawing conclusions from trends and data.

**License/Certification Requirements:**

***PREFERRED:*** Valid State Driver's License for Tribal vehicle usage and Certified General Appraiser.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**